Brac Informatics Centre

DOP Online Planning System (OPS) External User Manual

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Table of Contents

1 OVERVIEW 4

1.1 OVERVIEW 4
1.2 INSPECTION WORKFLOW SCENARIOS 6
1.2.1 ASSIGN INSPECTION REQUEST 7
1.2.2 RE-ASSIGN INSPECTION REQUEST 7

2 USERS 7

2.1 USER TYPES 7
2.2 LOGIN 9

3 DOP EXTERNAL USER NAVIGATION & FUNCTIONALITY 11

3.1 GENERAL NAVIGATION 11
3.1.1 EXTERNAL USER FUNCTIONALITY 11
3.2 PERMIT NAVIGATION 13
3.3 NAVIGATION FEATURES 16
3.3.1 ADD FEATURES 16
3.3.2 VIEWING SCREENS 16
3.3.3 SEARCH 16

4 INSPECTION REQUEST FORM 17

4.1 COMMON SECTION 17

5 STATUS & OPTIONS 18

5.1 STATUS 18
5.1.1 PERMIT STATUS 18
5.1.2 FORM STATUS 18
5.2 OPTIONS 19
5.2.1 DISTRICT 19
5.2.2 PERMIT TYPE 19
5.2.3 PERMIT SUBTYPE 19
5.2.4 ISLAND 25
5.2.5 AUTO GENERATED NUMBERS 26

Brac Informatics Centre

1 Overview

1.1 Overview

The Department of Planning (DOP) Online Planning System (OPS) is a secure website for managing online communication between DOP employees, inspectors and businesses/contractors associated with the permits being administered by DOP. The portal uses technology to simplify 1) the process of communicating with businesses/contractors, 2) receiving and handling inspection requests submitted online, and 3) processing the permits all the way from inception until the Certificate of Occupancy is issued.

Businesses/Contractors associated with a project are provided with secure login credentials by DOP. You can visit https://dop.secure.ky to login and view permits that have been assigned to you, complete inspection request forms, and securely submit the forms to DOP.

- **Communication**
  - Inspections – businesses/contractors are able to complete and submit all inspection request forms online thereby avoiding multiple phone calls and time consuming visits to DOP.
  - Information – permit information is posted here so that businesses/contractors can easily obtain all pertinent information about a permit.
  - Assignment – all businesses/contractors associated with a project can be assigned to the permit and viewed here.
  - Inbox – documents specifically related to a permit can be uploaded and downloaded from the Inbox section of the portal.
  - Token Emails to Inspectors – inspectors receive an email notification with a token link which allows them immediate access to the inspection requests assigned to them.
  - Inspection Results Emailed to Businesses/Contractors – once inspections are completed, businesses/contractors receive an email notification with the results of the inspection. They can view the results in detail by signing into OPS.

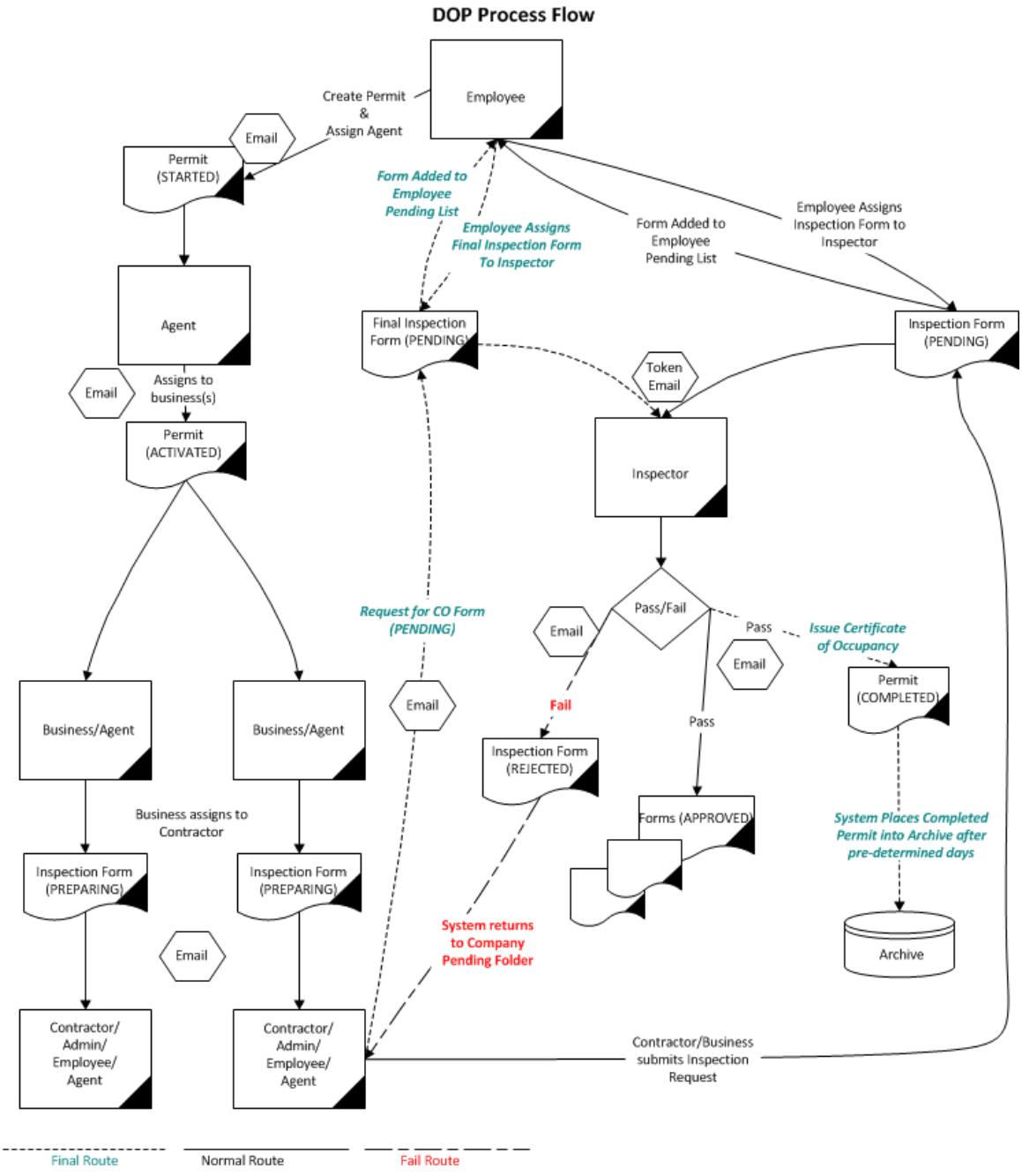
- **Inspection Request Submission**
  - DOP employees are able to view all submitted inspection requests in the 'Pending' section of the portal such that the requests can be quickly processed and assigned to inspectors.

- Token Emails to Inspectors – inspectors receive an email notification with a token link which allows them immediate access in the field with a PC or tablet to the inspection requests assigned to them.
- Inspection Results Emailed to Businesses/Contractors – once inspections are completed, contractors receive an email notification with the results of the inspection.

- **Management of Permits**

  - Employees are responsible for managing the permits. They can add new permits, review inspection requests and assign inspectors.
  - Once a permit is entered into the system and assigned to an agent, the agent will assign the permit to all associated businesses/contractors. When a project is ready for inspection, businesses/contractors will submit an online inspection request which will be securely delivered to the 'Pending' section of the portal.
  - Pending applications are then managed by DOP employees who are authorized to assign the submitted requests to inspectors who will then perform the inspections. Inspectors are selected from the dropdown list of inspectors. An email notification will then be sent to the assigned inspector. The system automatically provides the dropdown list based on the inspector's specialty and availability.
  - Once the 'Permit Final/Permit Close' inspection has been satisfactorily completed the inspection process is complete and the permit is moved to the 'Archive' after a pre-determined number of days (default is 7 days but this can be changed by an Administrator in the Information section of the portal). Archived permits can only be viewed by DOP employees and inspectors.
  - Each Permit has an Inbox which is available to all users. All electronically submitted documents will arrive in the Inbox. Employees can move the documents from the Inbox and distribute them throughout DOP to the appropriate recipients by token email.

1.2 Inspection Workflow Scenarios



1.2.1 Assign Inspection Request

1. Agent/Contractor uploads an inspection request form.
2. Employee/Clerk locates the request under 'Pending' tab - all employees can see all requests from all Permits.
3. Employee can assign an inspector from a dropdown list to an inspection request.
4. Inspector selection is based on the availability (excluding vacation/sick) and specialty of the inspector. Only eligible inspectors will appear in the dropdown list.
5. Employee also has the option to re-assign inspections by using 'Inspection Pool' feature. This is in case the availability of the previously assigned inspector is in jeopardy.

1.2.2 Re-assign Inspection Request

1. Agent/Contractor can upload a 'Rejected' inspection for re-inspection.
2. 'Rejected' inspection requests return to the 'Pending' tab where an employee can assign an inspector based on availability and specialty of the inspector.
3. ‘Rejected’ inspection requests do not have to be assigned to the original inspector.

2 Users

2.1 User Types

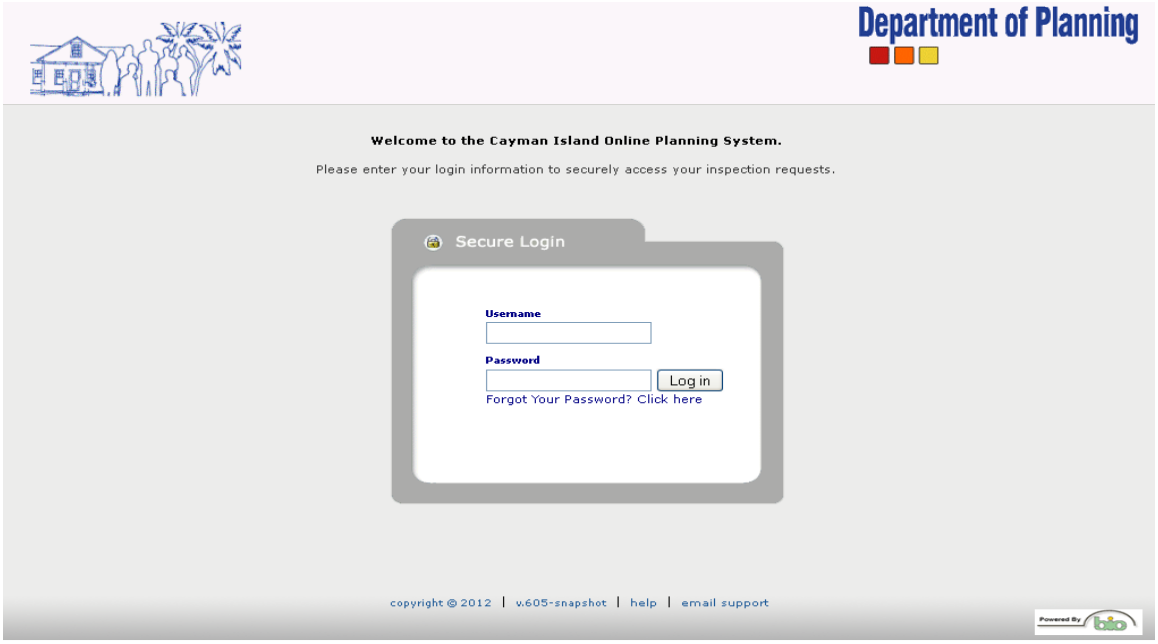
Users involved in the online inspection process include the following six (6) types:

- Administrator (DOP Employees - **Internal**)
    - Administrators are the general managers of the portal. They are responsible for adding new permits to the system. They can also delete permits from the system.
    - Administrators will also add new users, change user information and delete existing users.
    - Administrators can ‘disable’ an inspector such that the inspector will no longer appear in the dropdown list of available inspectors. Administrators are also responsible for managing vacation and sick leave for the inspectors.
    - Administrators can ‘bulk-load’ permits, businesses and users using a specially formatted text file. This feature is used primarily during the initial installation phase of the project.
- Employee (DOP Employees - **Internal**)
    - Employees have access to all permits and are responsible for managing the permits. This includes adding new permits, reviewing inspection requests and assigning inspectors.

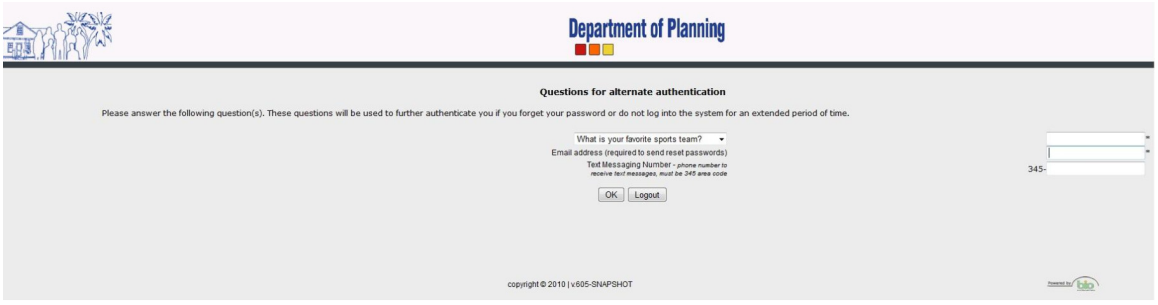
- Inspector (DOP Employees - **Internal**)
    - Inspectors will perform the inspections assigned to them and complete an inspection checklist for each inspection performed. Inspectors can approve or disapprove items in the checklist based on their findings.
    - Inspectors can ‘Defer’ an inspection. This causes the inspection to go back to the Employee queue for re-assignment.
- Observer (Government Agency Employees - **Internal**)
    - Observers have read only access to permits. They are able to view inspections but cannot make changes to them.
- Business (Non-DOP Employees - **External**)
    - Businesses are granted access to the portal for the purpose of requesting inspections. They have access only to the permits assigned to them.
    - A Business can be assigned the role of ‘Agent’ within the system. The Agent is responsible for managing a project and assigning the permit to the businesses/contractors associated with a project. There is only one Agent assigned per permit.
    - Non-Agent Business can assign the permit to contractors associated with a project.
    - An individual operating as a Business can be classified as ‘Freelance’ within the system.
    - Login credentials are provided to Businesses by DOP.
- Contractor (Non-DOP Employees - **External**)
    - Contractors are individuals assigned to a permit by a Business and can be granted access to the portal for the purpose of requesting inspections.
    - A Contractor can be assigned the role of ‘Project Manager’ by the ‘Agent.’ Email notifications generated by the system will be sent to the Project Manager instead of the Business.
    - Businesses can select a group of 'preferred' contractors to work with. This list of preferred contractors can be used to select the 'Person Making Request’ on the inspection request form (the contractor who did the work).
    - Contractors must have a valid and up-to-date Licence. The Licence expiration date must be at least 7 days beyond the ‘preferred inspection date.’
    - Login credentials are provided to Contractors by DOP.

2.2 Login

To login to the production Online Planning System, open a browser and navigate to https://dop.secure.ky. You will see a login screen similar to the screenshot below.


Department of Planning
Welcome to the Cayman Island Online Planning System.
Please enter your login information to securely access your inspection requests.
Secure Login
Username
Password
Log in
Forgot Your Password? Click here
copyright © 2012 | v.605-snapshot | help | email support

Login to the system using the credentials (username and password) provided to you by DOP. The first time you login with a new or reset password, you will be required to change your password and answer a security question. This will be used for authentication if you forget your password or do not login for an extended period of time. See screenshot below:


Department of Planning
Questions for alternate authentication
Please answer the following question(s). These questions will be used to further authenticate you if you forget your password or do not log into the system for an extended period of time.
What is your favorite sports team?
Email address (required to send reset passwords)
Text Messaging Number - phone number to receive text messages, must be 345 area code
345-
OK
Logout
copyright © 2010 | v.605-SNAPSHOT

If you forget your password, click on the 'Forgot Your Password? Click here' link. You will be presented with the 'Reset password' screen where you must input your username, type a series of characters exactly as they appear on the screen, and answer an authentication question based on the answers you previously provided. You will then be sent an email with a temporary password. When logging in with the temporary password, you will be prompted to change your password.

Your password must contain characters from 3 of the following 4 categories:

1. English Upper Case Letter [A,B,C...Z]
2. English Lower Case Letter [a,b,c...z]
3. Westernized Arabic Numerals [0,1,2...9]
4. Non-alphanumeric [space, punctuation, symbol]

3 DOP External User Navigation & Functionality

3.1 General Navigation

As an External user (as defined in section 2 – “User Types”), once you have logged in and accepted the terms and conditions you will be presented with a screen similar to the screenshot below. This is your home page.

Department of Planning
BIC QA Business (bic_qa_business)
Home | My Account | Logout
Select Permit
View Activity
Select Contractor
Business Home
Home page for Business users
Welcome
The Department of Planning (DOP) Inspection Portal System (IPS) is a secure website for managing online communication between DOP employees, inspectors and contractors associated with the permits being administered by DOP. The portal uses technology to simplify 1) the process of communicating with contractors, 2) receiving and handling inspection requests submitted online, and 3) processing the permits all the way from the issuance of a Building Permit until the Certificate of Occupancy.
Contractors/Businesses associated with a project are provided with secure login credentials by DOP. They can visit https://dop.secure.ky to login and view permits that have been assigned to them, complete inspection request forms, and securely submit the forms to DOP.
Communication
Inspections - contractors/ businesses are able to complete and submit all inspection request forms online thereby avoiding multiple phone calls and time consuming visits to DOP.
Information - permit information is posted here so that contractors/ businesses can easily obtain all pertinent information about a permit.
Assignment - all contractors and businesses associated with a project can be assigned to the permit and viewed in the system.
DOP employees are able to view all submitted inspection requests in the 'Pending' section of the portal such that the requests can be quickly processed and assigned to inspectors.
Token Emails to Inspectors - inspectors receive an email notification with a token link which allows them immediate access in the field with a PC or tablet to the inspection requests assigned to them.
Inspection Results Emailed to Contractors - once inspections are completed, contractors receive an email notification with the results of the inspection.
Management of Permits
DOP Employees are responsible for managing the permits. They can add new permits, review inspection requests, assign inspectors and approve final inspections.
Once a permit is entered into the system and assigned to an agent, the agent will assign the permit to all associated contractors and businesses. When a project is ready for an inspection, contractors will submit an online inspection request which will be securely delivered to the 'Pending' section of the portal.
Pending applications are then managed by DOP employees who are authorized to assign the submitted requests to inspectors who will then perform the inspections. Inspectors are selected from the dropdown list of inspectors. An

At the top right corner of all of the screens you will see your username. Just below your username you will find the following set of utility icons:

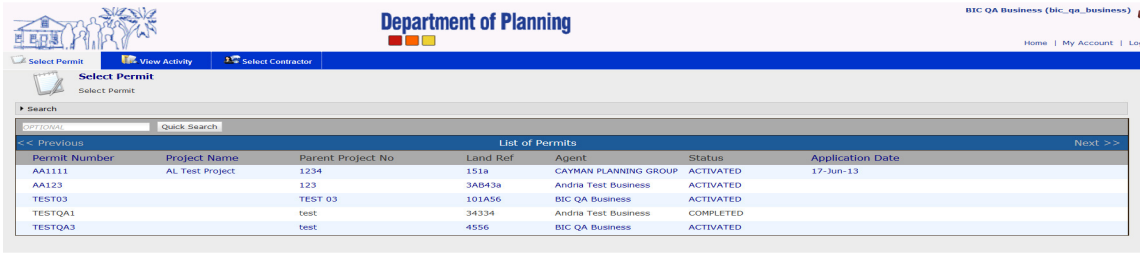
- **Home** will take you to your home page.
- **My Account** will allow you to manage your account preferences. Here you can change your password, time zone, email address and other personal preferences.
- **Logout** will properly log you out of the system. You should always logout from here for security reasons.

3.1.1 External User Functionality

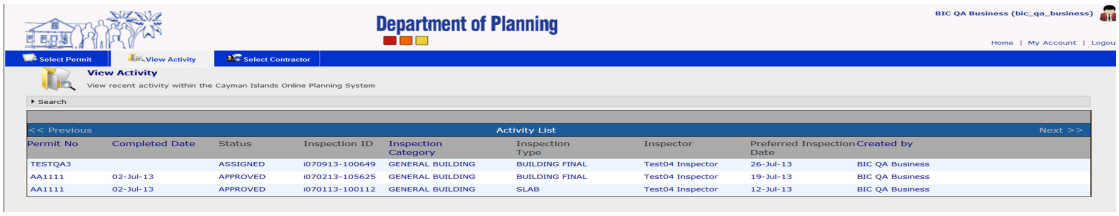
The top menu bar provides three (3) options to all external users: Select Permit, View Activity and Select Contractor.

- **Select Permit** – As a Business/Contractor you will have access only to the permits that have been assigned to you. Clicking on the ‘Select Permit’ tab will display your 'List of Permits'. Clicking on the 'Search' bar will display the permit search criteria. This will allow you to search for a permit by entering partial information into the ‘Search’ fields (fields are case insensitive) and clicking the ‘Search’ button. You must enter the complete permit number to use the 'Quick Search' option. Once you have searched for a permit you will be presented with the ‘List of Permits’ which will include only the permits containing the search criteria you entered.

- **List of Permits** - From this list you can select the permit you wish to work on by clicking the 'Permit Number.' See the screenshot below. Once you have selected a permit you will see a secondary menu bar which will allow you to submit inspection requests, view information about the permit, assign additional businesses/contractors to a permit and access the Inbox. (See **3.2** below)



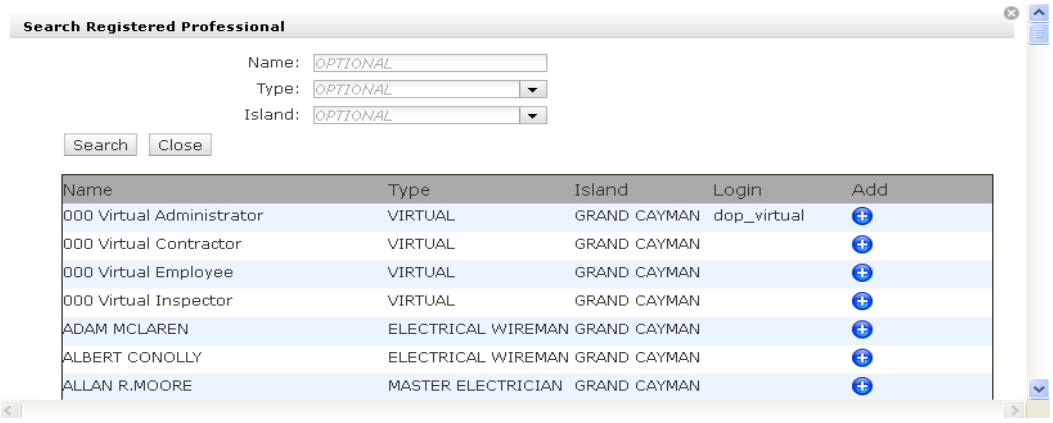
- **View Activity** allows you to view recent activity within the system. Clicking on the 'View Activity' tab will display the Activity List. You can also 'Search' for a particular inspection by clicking the 'Search' bar and inputting the date submitted, date range, status, category or inspector. Clicking on 'Permit No' will take you to the 'Inspections' page for that particular permit. Clicking on any other link will take you to the 'Activity Detail' page. Click the 'View Latest Form' link to view the inspection request form. You will also be able to see all the previous versions of the inspection form(s) in XML format.



- **Select Contractor** allows you to view your 'preferred list' of contractors and add or remove contractors from the list. The 'Select Contractor' list is used when completing an inspection request form ('Person Making Request') and is your 'preferred list' of contractors for all projects and permits.

To add a new contractor, click the 'Add Contractor' button. You will be presented with the 'Search Registered Professional' box. You can search for the contractor you wish to add by entering information in the search boxes and clicking the 'Search' button. You will be presented with a list of contractors based on the criteria you

entered. Leaving the search boxes blank and clicking 'Search' will bring up a list of all contractors. Click the 'Add' icon next to the contractor you wish to add. You will then be able to see the new contractor in the Contractor List. See below:

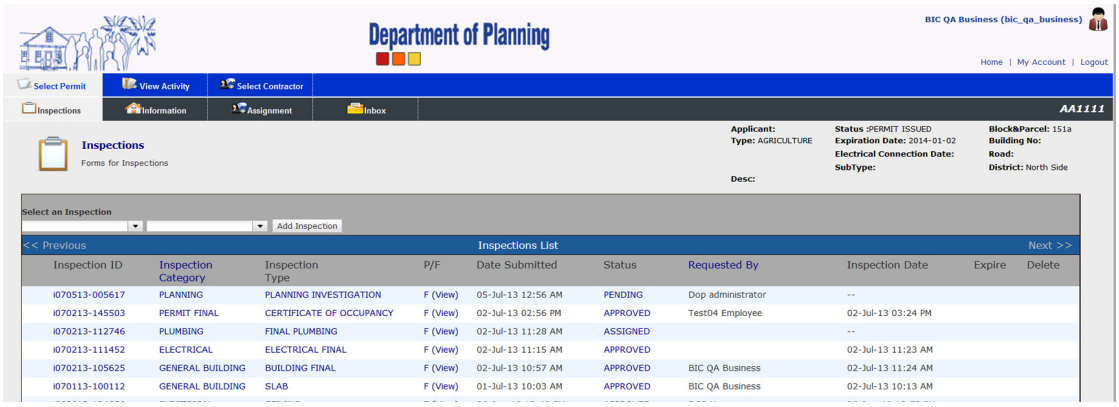

Search Registered Professional
Name: OPTIONAL
Type: OPTIONAL
Island: OPTIONAL
Search
Close
Name Type Island Login Add
000 Virtual Administrator VIRTUAL GRAND CAYMAN dop_virtual
000 Virtual Contractor VIRTUAL GRAND CAYMAN
000 Virtual Employee VIRTUAL GRAND CAYMAN
000 Virtual Inspector VIRTUAL GRAND CAYMAN
ADAM MCLAREN ELECTRICAL WIREMAN GRAND CAYMAN
ALBERT CONOLLY ELECTRICAL WIREMAN GRAND CAYMAN
ALLAN R.MOORE MASTER ELECTRICIAN GRAND CAYMAN

To remove a contractor click the 'Remove' icon next to the contractor you wish to remove. That contractor will no longer appear in the Contractor List.

3.2 Permit Navigation

Once you have selected a permit from the List of Permits you will see a secondary menu bar which will allow you to access information and submit inspection requests specifically for that permit.

- **Inspections** provides you with a list of inspection requests that have been submitted for a permit and allows you to add additional inspection requests. You are able to see the inspection requests in the 'Inspections List' along with their Inspection ID, Inspection Category, Inspection Type, P/F (whether if is for a Partial or Full inspection), Date Submitted, Status, Requested By and Inspection Date. See the image below:

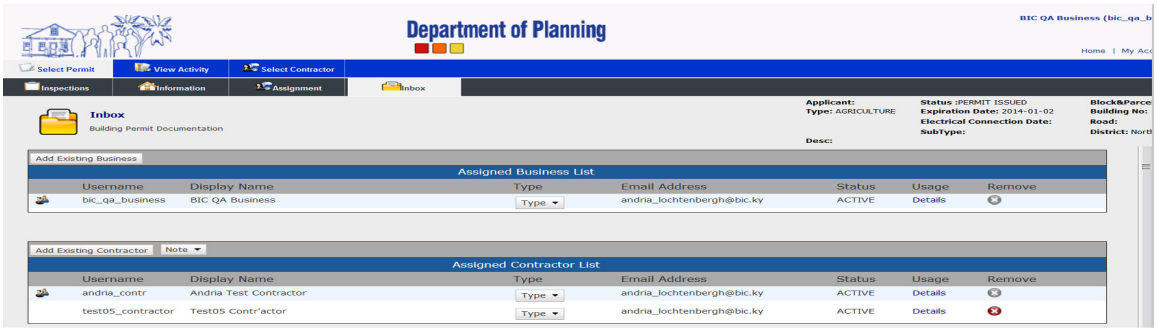

Department of Planning
BIC QA Business (bic_qa_business)
Home | My Account | Logout
Select Permit
View Activity
Select Contractor
Inspections
Information
Assignment
Inbox
AA1111
Inspections
Forms for Inspections
Applicant:
Type: AGRICULTURE
Status :PERMIT ISSUED
Expiration Date: 2014-01-02
Electrical Connection Date:
SubType:
Desc:
Block&Parcel: 151a
Building No:
Road:
District: North Side
Select an Inspection
Add Inspection
<< Previous
Inspections List
Next >>
Inspection ID Inspection Category Inspection Type P/F Date Submitted Status Requested By Inspection Date Expire Delete
i070513-005617 PLANNING PLANNING INVESTIGATION F (View) 05-Jul-13 12:56 AM PENDING Dop administrator --
i070213-145503 PERMIT FINAL CERTIFICATE OF OCCUPANCY F (View) 02-Jul-13 02:56 PM APPROVED Test04 Employee 02-Jul-13 03:24 PM
i070213-112746 PLUMBING FINAL PLUMBING F (View) 02-Jul-13 11:28 AM ASSIGNED --
i070213-111452 ELECTRICAL ELECTRICAL FINAL F (View) 02-Jul-13 11:15 AM APPROVED 02-Jul-13 11:23 AM
i070213-105625 GENERAL BUILDING BUILDING FINAL F (View) 02-Jul-13 10:57 AM APPROVED BIC QA Business 02-Jul-13 11:24 AM
i070113-100112 GENERAL BUILDING SLAB F (View) 01-Jul-13 10:03 AM APPROVED BIC QA Business 02-Jul-13 10:13 AM

To add a new inspection select an Inspection Category and Inspection Type from the dropdown lists and then click “Add Inspection.” You will be presented with a blank inspection request form. Enter information in all the required fields (indicated by a red asterisk) and click the ‘Submit’ button. If you are not ready to submit the form you can click ‘Save’ to save your information.

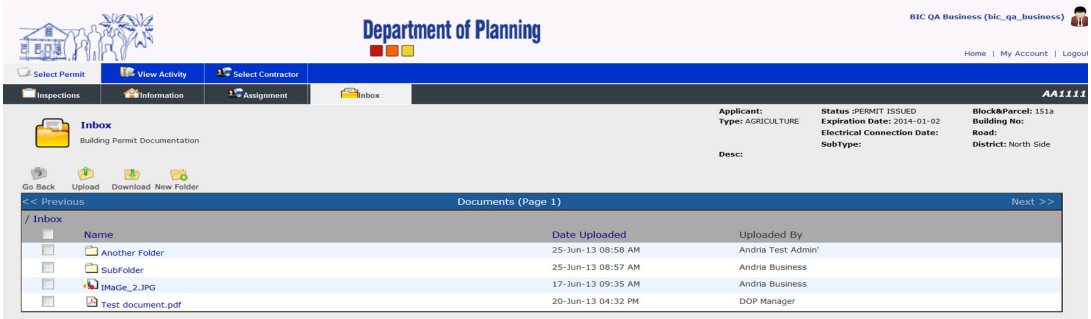
- **Information** provides you with a quick view of all pertinent information about a permit including the Agent, Description, Parent Permit Number, Permit Type, Location and Building Details.

- **Assignment** provides a list of all businesses and contractors associated with a permit.

    - Agents are able to assign additional businesses and contractors to the permit by clicking the ‘Add Existing Business' or ‘Add Existing Contractor’ button and searching for the business or contractor you wish to add. Only contractors who have login capabilities can be added. Once a selection is made, click the ‘Add’ icon. Agents can also remove a business or contractor by clicking the ‘Remove’ icon next to the business or contractor you wish to remove. You cannot remove the Agent assigned to a permit.
    - Businesses not assigned as Agent are able to assign additional contractors to the permit by clicking the ‘Add Existing Contractor’ button and searching for the contractor you wish to add. Only contractors who have login capabilities can be added. Once a selection is made, click the ‘Add’ icon.

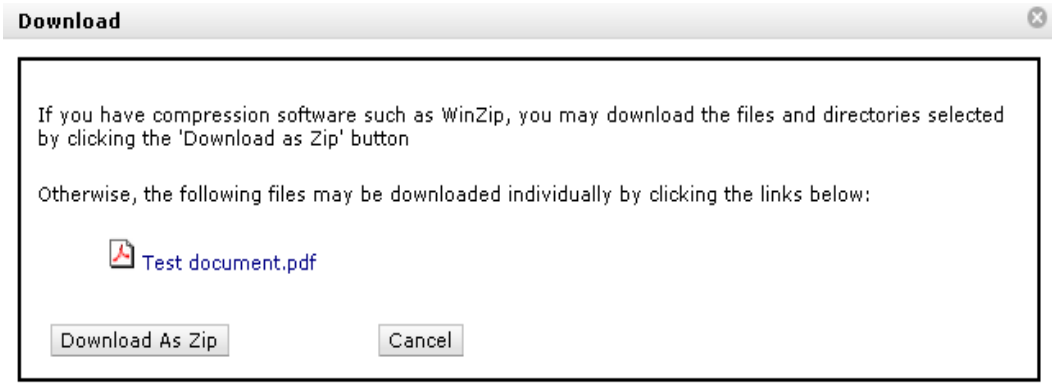


- **Inbox** - documents specifically related to a permit can be uploaded to the Inbox and viewed by all users associated with the permit. You are able to create new folders for organizing and storing documents as well as download documents from the Inbox.



To upload a document, click the 'Upload' icon. Browse for the document you want to upload and then click the 'Submit' button. You will be able to see your document in the 'Documents' list.

To download a document select the file or document you wish to download and click the 'Download' icon. You will receive a message similar to the one below:


Download
If you have compression software such as WinZip, you may download the files and directories selected by clicking the 'Download as Zip' button
Otherwise, the following files may be downloaded individually by clicking the links below:
Test document.pdf
Download As Zip
Cancel

You can select the 'Download As Zip' button or click on the document link to open the file in pdf format. You can then download the file to your pc and save it in a folder of your choice.

To create a new folder select the 'New Folder' icon and enter the name of the folder you wish to create. Then click the 'Create' button.

3.3 Navigation Features

OPS contains many features for ease in navigation throughout the system.

3.3.1 Add Features

- Add Contractor
    - A Business with the 'Agent' role for a given permit can add/delete businesses and contractors for that permit.
    - All other assigned Businesses can add contractors for that permit.

3.3.2 Viewing Screens

- Next – scrolls forward
- Previous – scrolls backward
- - Delete the current entry, if allowed
- - Add/select the current entry

3.3.3 Search

- Additional fields can be defined to more precisely search.
- Wild card search is performed on all open text fields. When entering 'ABC,' the system will search for any entry with the pattern of 'ABC' anywhere in the field. For example '12ABC', 'ABC12', and 'abc12' will all qualify for the search.
- Empty fields imply 'don't care.' Anything in that field will qualify.
- No special characters such as '*' are implied.

4 Inspection Request Form

4.1 Common Section

The information provided here is common to all inspection request forms:

- **Applicant Information** - Information on the person who applied for the Permit.
- **Business Requesting Inspection Information** - Information on the business designated as the 'Agent.'
- **Contractor Requesting Inspection Information** - Information on the contractor requesting the inspection. A valid Licence number is required.
    - **Person Making Request** – A dropdown list of preferred contractors (of the business requesting the inspection) who can make inspection requests for a project.
    - **IR Origin (Inspection Request Origin)** – The person who has logged in to submit an inspection request.
- **Property Information** - Information collected on this property. It is pre-filled and can't be modified.
- **Type of Inspection** – Full or Partial Inspection must be selected. An 'Inspection Area Description' box is provided for partial inspections.
- **Comments** - All comments will be recorded and dated and become part of the historical information for this request. Some automated comments are entered by the system such as 'Approve' and 'Disapprove' events.
- **Save/Submit/Close** – 'Save' allows you to temporarily save the information you have entered into the form such that it will be there when you return to complete the inspection request. Once you have entered all of the required information you will use 'Submit' to upload the submission to DOP. 'Close' allows you to close the form.

5 Status & Options

5.1 Status

5.1.1 Permit Status

You will be able to see all permits assigned to you in the 'List of Permits' until they are moved to the Archive. In the 'Status' column you will see the status of each one:

- Started – when a permit is entered into the system and an Agent has been assigned. This status is used primarily for permits entered in bulk where 'Agent' is not a required field.
- Activated – when the Agent assigns a permit to a Business or when a permit is entered manually.
- Locked – when a permit has been locked by DOP. No one else can work on a locked permit.
- Void – when a permit has been voided by DOP. A permit is voided before it is deleted from the system.
- Completed – when all inspections have been satisfactorily completed and the Certificate of Occupancy is issued. The permit will remain in the 'List of Permits' for a pre-determined number of days before it is automatically moved to the Archive.

5.1.2 Form Status

All inspection request forms that have been submitted appear in the 'Inspections' list. In the 'Status' column you will see the status of each one:

- Preparing – when an inspection request has been prepared and saved but has not yet been submitted.
- Pending – when an inspection request has been submitted and is pending DOP review.
- Assigned – when an inspection request has been assigned to an inspector.
- Approved – when an inspection has been approved by an Inspector.
- Rejected – when an inspection has been rejected by an Inspector. When forms are rejected a reason is required.
- Expired – when an inspection has been 'expired' by DOP and becomes disabled.

5.2 Options

5.2.1 District

- West Bay
- George Town
- East End
- Bodden Town
- North Side
- Cayman Brac
- Little Cayman

5.2.2 Permit Type

- RESIDENTIAL
- COMMERCIAL
- INDUSTRIAL
- INSTITUTIONAL
- RECREATIONAL
- ESSENTIAL SERVICES
- AGRICULTURE
- HOTEL/TOURISM
- OTHER
- _NULL_

5.2.3 Permit Subtype

- CHANGE OF BUILDING USE
- CANAL
- COASTAL WORKS
- LAND CLEARING / SITE PREPARATION
- MATERIAL STORAGE SITE
- PARK
- ROAD / RIGHT OF WAY
- SUBDIVISION LESS THAN 6 LOTS
- SUBDIVISION GREATER THAN 6

LOTS

- SIGN
- ADDITION
- AIRPORT
- AMUSEMENT PARK
- ANCILLARY STRUCTURE
- ANIMAL ENCLOSURE
- APARTMENT / CONDO
- ASSEMBLY BUILDING / HALL
- ASSEMBLY PLANT
- ASSISTED LIVING FACILITY
- AUDITORIUM
- AUTOMOBILE SHOWROOM
- BAKERY
- BANK
- BARBER / BEAUTY SHOP
- BOWLING ALLEY
- BRIDGE
- BUS SHELTER
- BUSINESS / RETAIL
- CAR WASH
- CCTV - PUBLIC
- CEMETERY
- CHEMICAL PLANT
- CHILD CARE
- CHURCH
- CLINIC - OUTPATIENT
- COMMUNICATION STRUCTURE / ANTENNA
- CORRECTIONAL CENTER
- COURT BUILDING
- DANCE HALL / NIGHT CLUB
- DECK

- DEMOLITION
- DEPARTMENT / WHOLESALE STORE
- DOCK
- DORMITORY
- DREDGING
- DUPLEX
- DYKES
- ELECTRICAL INSTALLATION
- ELECTRICAL RECONNECTION
- ELECTRICAL SERVICE
- ELEVATOR 1- HYDRAULIC DIRECT
- ELEVATOR 2- ROPED HYDRAULIC
- ELEVATOR 3- TRACTION
- ELEVATOR 4- MRL TRACTION
- ELEVATOR 5- RESIDENTIAL
- ELEVATOR 6- ESCALATOR
- ELEVATOR 7- WALK
- ELEVATOR 8- AMUSEMENT RIDE
- ELEVATOR 9- OTHER
- EXCAVATION
- FACTORY
- FENCE/WALL
- FIRE STATION
- FIT-OUT / RENOVATION
- FLORIST / NURSERY
- FOUNDATION
- FUEL STORAGE TANK
- GARAGE
- GAS STATION
- GENERATOR- PETROLEUM

- GENERATOR - PROPANE
- GREEN HOUSE
- GROCERY / CONVIENCE STORE
- GUEST HOUSE
- GYMNASIUM
- HAZARDOUS FACILITY
- HOSPITAL
- HOTEL/RESORT
- HOUSE
- LABORATORY
- LAUNDRY / DRY CLEANING SERVICE
- LIBRARY
- LIGHT RAIL
- LIQUID PETROLEUM GAS SYSTEM
- LIQUOR LICENSE
- LPG STORAGE TANK
- MARINA
- MARKET
- MECHANIC GARAGE
- MIXED USE- RESIDENTIAL/ COMMERCIAL
- MUSEUM
- NURSING HOME
- OFFICE - MEDICAL
- OFFICE - PROFESSIONAL / SERVICE
- PARKING LOT
- PARKING STRUCTURE
- PASSENGER STATION / DEPOT
- PAVILION / GAZEBO / CABANA
- PHARMACY / DRUG STORE
- PHONE BOOTH

- PIPELINE
- POLICE STATION
- POOL
- POSTAL BUILDING / FACILITY
- POWER PLANT
- PRINT / REPRODUCTION SERVICES
- PRISON / JAIL / DETENTION CENTER
- PROCESSING PLANT
- PRODUCTION PLANT
- PUMP STATION
- PV PANEL
- RADIO / TV STATION
- RECREATIONAL BUILDING / FACILITY
- REFINERY
- RESTAURANT / BAR
- RESTROOMS / WASHROOMS
- SCHOOL - HIGH
- SCHOOL - HIGHER LEARNING
- SCHOOL - PRE SCHOOL
- SCHOOL - PRIMARY
- SEA WALL
- SEAPORT
- SEMI-DETACHED HOUSE
- SERVICE STATION
- SEWAGE SYSTEM
- SHED
- SHOPPING CENTRE
- SOLID WASTE FACILITY
- SPA / WELLNESS
- STADIUM
- STORAGE STRUCTURE

- STORM SHELTER
- SUB-STATION / DATA EXCHANGE
- TEMPORARY STRUCTURE
- TENT FOR ASSEMBLY / TENT
- THEATRE
- TOWN HOUSE
- TRAILER HOME
- TRANSPORTATION FACILITY
- VETERINARIAN FACILITY
- WAREHOUSE
- WASTE WATER TREATMENT FACILITY
- WATER PRODUCTION FACILITY
- WATER STORAGE TANK
- WIND TURBINE
- WORKSHOP
- OTHER
- REPAIR OF VEHICLES
- CONDITION OF LAND
- DILAPIDATED BUILDING
- EXCAVATION
- FENCE/WALL
- LAND CLEARING
- LIVESTOCK
- LOCATION OF STRUCTURE
- POOL
- ROAD SIDE VENDING
- SHED
- SHORELINE WORKS
- SIGN
- MODIFICATION

5.2.4 Island

- Grand Cayman
- Sister Islands (Cayman Brac and Little Cayman)

5.2.5 Auto Generated Numbers

Inspection Number	iMMDDYYYY-HHMMSS

Business Type

Alternative Energy	BCL-000000
Architecture	BCL-000000
Building Construction	BCL-000000
Civil Engineering	BCL-000000
Electrical	ECL-000000
Electrical Engineering	ECL-000000
Elevator	BCL-000000
Engineering	BCL-000000
Facilities/Property Management	BCL-000000
Fire Contractor	BCL-000000
General Contractor	BCL-000000
Interior Design	BCL-000000
Land Surveyor	BCL-000000
Landscape Design	BCL-000000
Liquor Licence	BCL-000000
LPG Contractor	BCL-000000
Mechanical Contractor	BCL-000000
Mechanical Engineering	BCL-000000
Plumbing	BCL-000000
Pools	BCL-000000
Project Management	BCL-000000
Sewage Trucking and Maintenance	PCE-000000
Site Works	BCL-000000
Structural Engineering	BCL-000000
System Supplier	BCL-000000
Virtual Business	VCL-000000
Well Drilling	BCL-000000

Contractor Type

Architect	DAR-000000
Engineer	DEN-000000
Interior Designer	DID-000000
Landscape Designer	DLD-000000
Planner	DPL-000000
Draftsman	DDP-000000
Project Manager	CPM-000000
Building Contractor	CBC-000000
Tradesman/General Operative	CTG-000000
Maintenance	CMN-000000
Technician	CTE-000000
Estimator	CES-000000
Mechanical Engineer	MME-000000
Mechanical Technician	MMT-000000
Surveyor	SSR-000000
Apprentice Plumber	PAP-000000
Journeyman Plumber	PJP-000000
Master Plumber	PMP-000000
Septic Tank Emptier	PST-000000
Waste Water Installation and Maintenance	PWW-000000
Well Driller	PWD-000000
Electrical Engineer	EEE-000000
Temporary Electrical Engineer	ETEE-000000
Electrical Lineman	ELM-000000
Temporary Electrical Lineman	ETLM-000000
Electrician	EEL-000000
Temporary Electrician	ETEL-000000
Master Electrician	EME-000000
Temporary Master Electrician	ETME-000000
Electrical Wireman	EWM-000000
Temporary Electrical Wireman	ETWM-000000
Apprentice Electrician	EAE-000000
Temporary Apprentice Electrician	ETAE-000000